

SECTION: PROPERTY

TITLE: BUILDING SECURITY

ADOPTED: January 12, 2015

REVISED:

WILMINGTON AREA SCHOOL DISTRICT

709. BUILDING SECURITY	
1. Purpose	<p>The Board recognizes that each District student shall be entitled to an education and that each employee has the right to teach or perform his/her duties in a safe and secure environment. In order to maintain the security of school facilities for reasons of safety, vandalism and theft, the District has taken precautions to secure all of its buildings. Such precautions include, but shall not be limited to, electronically locking and monitoring entrances to the schools.</p>
2. Delegation of Responsibility	<p>Toward this end, a program of building security shall be administered by the Superintendent or designee, with the cooperation of building principals. The need for access shall be the underlying principle in determining who will have keys to school properties.</p> <p>The Superintendent or designee shall determine who is entitled to authorized access to District building(s) and who may have after hours access to District facilities.</p>
3. Guidelines	<p>After the start of the school day, access to the building shall be limited to one entrance. All other entrances shall be locked.</p> <p>Access to school buildings and grounds shall be established in accordance with the following guidelines:</p> <p><u>Unlimited Access</u></p> <ol style="list-style-type: none"> 1. Superintendent. 2. Board Secretary. 3. Supervisor of Buildings and Grounds. 4. Principals. 5. School Psychologist.

6. Director of Student Affairs and Operations.
7. Supervisor of Special Education.
8. All maintenance employees.

Limited Access

1. Head building custodians to assigned building.
2. Extracurricular sponsors or supervisors for their area or activity.

A log of employees with access codes and building keys shall be maintained in the office of the Superintendent or a designee.

The Technology Department shall maintain a log of building employees with access codes and building keys.

A set of master and/or duplicate keys shall be kept in the custody of the Superintendent or designee and maintained in a safe and secured location.

After hours entry to school buildings shall be controlled by the custodian on duty.

Entry to a school building shall be prohibited when a person authorized as a District representative for the building is not present.

References:

School Code – 24 P.S. Sec. 510

Board Policy – 705, 907